

MINUTES
Board of Trustees
Barrington Public Library
Thursday, June 21, 2012

Library Board Room
281 County Road, Barrington RI 02806

Members Present:

Cindy Kaplan
Dan O'Mahony
Stephen Palmer
Judy Ryan
Joseph Schall
Vince Wicker
Laura Young

Presiding: Vince Wicker

Also Present: Debbie Barchi, Director

Meeting was brought to order at 7:04 p.m.

Minutes from the May 17, 2012 meeting were approved (motion by Palmer; second by Young).

Financial Reports:

Accepted. Expenditures are being closely tracked until the end of the fiscal year (June 30). The library received level funded for FY 2013 which means an effective decrease in buying power. The budget includes the across-the-board increases approved for municipal salaries. The new fiscal year begins July 1, 2012.

Statistical Reports:

Accepted. A decline was noted in print circulation; this is consistent with state and national trends. The electronic book revolution is beginning to affect reader habits. Publishers/vendors continue to struggle with trying to find workable models for library access to e-books. (Publishers are experiencing changes similar to the music transition from LPs to online distribution.) The library will continue to provide a good selection of print materials, but as the importance of print books declines, we will need to make the public aware of what else the library can provide (e.g., programming). It is also important to remind the public that "free" library services (e.g., e-books, databases, museum passes, etc.) are paid for by the library.

The statistics reflected services of the teen librarian who reaches out to fifth grade and BMS students to provide reader advisor services.

Barrington Public Library enjoys the highest per capita circulation in RI; we are the fourth busiest public library in RI (in terms of circulation statistics).

Q: Does the library have a PR strategy with a budget targeted at getting its message out?

A: No PR budget, but the library has a good relationship with the local paper (*Barrington Times*, Barrington Patch); press releases are sent out regularly; web site announcements are frequent; excellent relationship with Barrington schools (e.g., summer reading lists).

Director's Report:

Summer hours will run from July 2 through August 30, 2012 (library services close at 8 p.m. Monday-Thursday). The library is closed on Sundays from June 17 through September 2, 2012. Sunday hours of 1 p.m. to 5 p.m. resume September 9, 2012.

The children's summer reading theme is "Dream Big Read."

Already 50 teens are signed up for "Teen Summer Reading Thing."

The elevator will be replaced during the upcoming fiscal year. We will need to investigate whether or not we can continue to have programs on the second floor without elevator/ADA access.

Director will be off on Fridays during the summer (vacation).

Old business:

- a. Laura thanked everyone for their help during the Volunteer Breakfast, and expressed (for the Board) the Board's appreciation to the staff for all their continued hard work.

New business:

- a. Review of Town Budget – no surprises; municipal budget approved as submitted. Chair Vince Wicker received a certified copy of the library budget, and will forward a copy to Wendy.

Agenda for September 20, 2012 Meeting:

Old business

New business

Meeting adjourned at 7:32 p.m.

Respectfully submitted,
Dan O'Mahony, Secretary
Barrington Public Library Board of Trustees

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Minutes from the May 17, 2012 meeting were approved (motion by Young; second by Palmer).

Financial Reports:

Balances of Corporation accounts were review.

Monthly Coastline Trust Company report was accepted for information.

Treasurer Stephen Palmer raised the question: Can we merge accounts and have the debit account not be a separate account, or at least consolidate balances so we don't get charged for overdrafts?

Motion to investigate with the bank the possibility of consolidating accounts, and to proceed with consolidating accounts so as long as there is no detriment to the fund accounts overall (motion by Palmer; second by Young). **Motion approved.**

We should forecast the debit account needs for the near future so that we can cover the expenditures in the near term.

Old Business:

- a. Asset Allocation – The current conservative portfolio is probably a good stance given the volatility of markets; we should periodically revisit the allocation. Any adjustments should probably be modest within established ranges (e.g., from 50-50 to 55-45). Original allocation was set assuming we would withdraw funds more regularly. In September, we can revisit and look at what the library's anticipated expenditure needs may be.
- b. Fundraising – Efforts should be focused on capital project(s) and to increase the endowment. We should investigate 501(c)(3) requirement for fundraising. Also, we should investigate/explore naming opportunities for the library as well as plans for the Peck Center. Ultimately, the Corporation would put together a steering committee for any

fundraising campaign, developing a group of volunteers. The overall target has to be realistic.

Motion to appoint 3-person exploratory ad hoc committee to begin exploring ideas and options for fundraising for the second floor renovation (motion by Ryan; second by Young). ***Motion approved.***

Members of the Ad hoc Fundraising Committee: Judy Ryan, Cindy Kaplan, [Peter ?]. The group will meet sometime this summer to begin to identify questions and issues that the Trustees may need to think about for fundraising. The group will work through Wendy to publicly post meeting announcements. The architect provided an estimate pro bono; may be willing to provide additional advice/ideas. The more time invested in planning ahead of time, the better the outcome. It will be important to involve the staff at a deep level of planning.

- c. Bookkeeper – A new bookkeeper has been selected: Janet Boyes (based in Bristol). She will begin next week; very knowledgeable, excellent references, knows QuickBooks (certified QB trainer/user). Priorities for the bookkeeper will be to: get general ledger postings up to date (basis of I-90 filings); get checking accounts up to date; upgrade QuickBooks software after accounts balanced out; establish procedure to back up files. The bookkeeper will do I-90 filings. Treasurer Stephen Palmer will meet with Ms. Boyes at the end of the month to check progress.

New Business:

Agenda for September , 2012 Meeting:

Old business:

- a. Asset Allocation

New business:

- a. Progress report from Ad hoc Fundraising Committee

Meeting adjourned at 8:23 p.m.

Respectfully submitted,
Dan O'Mahony, Secretary
Barrington Public Library Corporation